

CLASSIFICATION SPECIFICATION

FLSA:	Variable	Job Code:	ACV11064
Job Class Code:	420	Salary Schedule:	AIT
EEO Category:	02	Grade:	C4
Workers Comp Code:	8810		

Job Code Established:	08/01/00	Effective Date:	08/01/00
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Information Technology Series

JOB CODE TITLE: INFORMATION TECHNOLOGY SPECIALIST 4

HRIS TITLE: INFO TECHNGY SPCT 4

CHARACTERISTICS OF THE CLASS: Under limited supervision, employees at this level are either project leaders/managers for large and complex projects and/or department managers, and/or technical specialists that are considered experts in their discipline(s) able to work on large, complex projects. The emphasis of positions in this classification is in overall system problems, needs, and new requirements, not maintenance of existing systems. Individuals will have a solid understanding of the business processes and how technology is deployed. Additionally, comprehensive knowledge of the business areas supported is expected. Work is specialized at this level and must be categorized into one of the following areas:

Project Management and/or Departmental Management – Responsible for a team of project managers/supervisors and/or one or more large multifaceted project(s). This includes technical leadership and mentoring, staffing, work plan development and monitoring, personnel development, budget, and implementation.

IT Planning - Develop and maintain information architecture and strategic information systems. High-level data, process, event and object modeling.

Application Software Development - Full life-cycle software development, which includes requirements definition, analysis, design, coding, systems testing, documentation, and implementation. This may also include the development of software life-cycle standards and the infrastructure needed to support life-cycle development.

Data Systems - Database management systems administration, including logical/physical database design, development, maintenance and modification (e.g., DB2, DATACOM, Oracle, Sybase and Informix).

Network - Analyze network performance; provide technical support to networks administration; define and implement equipment configurations; create configuration documentation; test and evaluate new services arrangements and network equipment. Design work on multiprotocol networks. Plan and design network configurations and manage network performance for multiple network services (e.g., backbone, SNA, router and frame-relay, ATM, PBX, IVR, desktop hardware, server hardware, dial-up access and video). Develop implementation plans for new network services, establish performance objectives, design systems, research and select equipment and software. Develop and direct network-naming protocols.

Systems Software - Evaluate, install, modify, maintain and upgrade system software (e.g., network operating system, computer operating systems, database management and/or telecommunication/network control). Assess system performance and tune. Troubleshoot problems (delayed response, abends/aborts, and crashes); determine whether problem is hardware or software related, identify and resolve. Network systems software examples include UNIX, MVS, OS/390, CICS, Novell NetWare, Windows NT and AS400.

Work requires technical analysis and design capabilities. At this level employees apply knowledge of the business needs in making decisions on structure of systems and types of technology. Problem solving may require solutions that span several platforms using several languages in the client server, multitier or

multiserver environment. May require solving system wide problems; setting policies and standards; and recommending new technologies to meet business needs for large, complex systems.

Employees are responsible for all areas of multifaceted projects and/or for significant parts of large projects. Work is typically reviewed from the standpoint of accomplishments rather than work in progress and employees are expected to make most technical decisions independently. May be accountable for systems results; may have financial accountability for project budgets; recommending large purchases for hardware or software; and may provide lead work for large systems. Project management requiring interpersonal skills (providing leadership to team) becomes an important area of accountability. Employees are responsible for decisions and recommendations in circumstances where there are competing interests and multiple solutions from which to select; interpersonal skills, conflict resolution and consensus-building skills are critical in their work. The focus of the work at this level is to define what needs to be done rather than the completing of projects that have been outlined by others.

EXAMPLES OF DUTIES: (Positions may be responsible for some or all of the duties listed below; as well as additional related duties.)

Provides subject matter expertise as a high-level technical resource. Functions as department/administration manager responsible for a team of project managers. Functions as project manager responsible for one or more large complex projects. Manages moderate-scope projects and/or significant parts of large complex projects.

Leads a team in the design and implementation of major development projects; designs applications (or approves design); establishes budgets; oversees work of project team. Provides lead work in systems administration.

Coordinates policies and standards development for large, complex systems. Performs problem identification and requirements definition and acquires thorough conceptual understanding of the system and user organization.

Administers departmental project schedules and cost controls. Oversees large-scale wide area network solutions and introduces new technologies. Introduces and incorporates new technology into networks, systems software, database, programming and planning. Directs the analysis of administration problems and participates in the development of interdepartmental systems. Performs ongoing review of operational systems to ensure that objectives continue to be met and to improve operational effectiveness.

Develops time and cost estimates and project plans, ensuring the scope represents a manageable-sized project. Develops, monitors, and manages project/departmental budget(s). Writes and evaluates RFPs. Manages and monitors vendor contracts/procurement. Analyzes and designs systems, networks and applications which may include planning and implementation. Manages the network infrastructure; responsible for a variety of business applications; and integrates local area network with wide area network. Administers complex relational databases on one or more platforms. Utilizes relational databases (DB2, DATACOM, ORACLE, Sybase) on one or more platforms. Prepares and conducts presentations on the proposed systems solution and implementation plan. Recommends system controls and security measures. Develops and directs network naming protocols. Supervises and/or manages staff through subordinate supervisors.

For supervisory positions only: supervises assigned subordinate staff; tracks and measures employee work; ensures successful completion of team projects; provides technical assistance and guidance; facilitates staff in the development of new skills and knowledge in business and current technology; ensures staff members are assigned projects equivalent to their position description; performs evaluation-related activities; and administers positive discipline as necessary, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: agency/State budget and fiscal policies and procedures; agency/State procurement rules and regulations; agency/State human resource rules and policies; project management principles and practices sufficient to determine program direction, plan work and set goals, monitor and evaluate accomplishments; methods and techniques of system analysis and design; departmental policies, procedures, programs and business goals.

Applicable information systems architecture standards; understanding of specific IT disciplines to complete major projects independently; computer hardware, software, network operating systems and/or capabilities, limitations and variances sufficient to evaluate user needs, develop specific applications, and project future trends and needs.

Specialized software products for the purpose of installation, deployments, and support; the business needs of the organization.

Skill/Ability to: plan, lead and schedule major systems efforts and provide work direction and guidance to others; plan and coordinate implementation of a management information system; project management and supervisory skills; work on multiple projects and move between PC and mainframe platforms based on changing priorities; design and/or code application systems based on defined user requirements in accordance with established standards; make decisions on structure of systems and types of technology based on business needs; analyze and effectively recommend new technologies and procedures; resolve complex and critical problems; provide technical leadership and manage a team of project managers; provide technical support for specific software products of a complex nature; work independently and/or collectively and adapt to changing environments and new technologies with colleagues, clients, and team members.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment.

May require ability to pass a post-offer physical exam.